

*State of Indiana*  
*Commission for Higher Education*

## **STUDENT INFORMATION SYSTEM INSTRUCTIONS**

---

**1996-97 Academic Year**

**As Approved by the Commission**

May 10, 1996

***!! ATTENTION !!***

***Please See Technical Notes Inside.***

Note reporting deadlines:

1995-96 Annual Data Report: September 15, 1996

1996 Fall Enrollment Survey: October 15, 1996

1996-97 Annual Data Report: September 15, 1997

1997 Fall Enrollment Survey: October 15, 1997

101 West Ohio Street, Suite 550  
Indianapolis, Indiana 46204  
(317) 464-4400



# **STUDENT INFORMATION SYSTEM INSTRUCTIONS**

---

**1996-97 Academic Year**

**As Approved by the Commission**

May 10, 1996

***!! ATTENTION !!***

***Please See Technical Notes Inside.***

Note reporting deadlines:

1995-96 Annual Data Report: September 15, 1996

1996 Fall Enrollment Survey: October 15, 1996

1996-97 Annual Data Report: September 15, 1997

1997 Fall Enrollment Survey: October 15, 1997



## **CONTENTS**

<b>TECHNICAL NOTES .....</b>	<b>v</b>
<b>INTRODUCTION .....</b>	<b>1</b>
<b>SECTION I</b>	
GENERAL INSTRUCTIONS .....	1
<b>SECTION II</b>	
DATA ELEMENTS REQUESTED AND RECORD LAYOUTS.....	3
<b>SECTION III</b>	
DATA ELEMENT DICTIONARY .....	6
Table II .....	22
<b>APPENDICES</b>	
APPENDIX ONE - INFORMATION FORM .....	31
APPENDIX TWO - CAMPUS CODES.....	35
APPENDIX THREE - FOREIGN COUNTRY CODES.....	39
APPENDIX FOUR - INDIANA COUNTY CODES.....	47
APPENDIX FIVE - DEFINITIONS FOR FALL REPORT .....	51
APPENDIX SIX - SURVEY INSTRUMENT FOR FALL REPORT .....	55



**TECHNICAL NOTES 🏠 TECHNICAL NOTES 🏠 TECHNICAL NOTES 🏠 TECHNICAL NOTES**

(Repeated from May 1995)

1. As of the 1994-95 data layout and definition, the record length is 375 characters.
2. The general layout for the 1996-97 SIS data submission is unchanged from the previous year.
3. *These instructions may be used for both years of data preparation -- 1995-96 and 1996-97. Therefore, reporting dates for the 1995-96 data cycle as well as the 1996-97 data cycle are included throughout these instructions.*
4. Implementation of the transfer credit fields is expected beginning with 1995-96.
5. Remember, in reporting transfer credit activity, report all transfer credits accepted during the data reporting cycle.
6. The 1995-96 data began the implementation of the 21st Century Scholars data elements in the financial aid side of the record. Please remember to report the scholar identifier as well as the award amounts. These were new fields added to the financial aid record in 1994-95, as were the fields for non-need-based student loans.
7. Other new data elements added to the 1994-95 instructions, including the term-specific credit hour fields for non-contract credit instruction, and, student county of origin, are unchanged for 1995-96.
8. **New data elements** were added in the previously unused portion near the center of the record. (See page 16 of the instructions.) These fields are to allow campuses to report annualized student instructional activity for a second and third site of instruction. Instructional credit reported with the second and third sites of instruction will not be added to credits reported with the primary site of instruction. The hours reported with the second and third sites of instruction should reflect only that portion of the total credit hours that were attempted at the second or third site. (For example, if, during the year, a student attempted 24 credits at the main campus and 6 credits at an off-campus location of that campus, the primary site of instruction should be listed as that of the main campus. The sum of the term-specific credit hours should total 30 credits and be recorded as such in the "total non-contract credit hours" field of the record. The secondary site of instruction should be used to indicate the off-campus instructional location, with 6 credits recorded in the "second site credits" field.)
9. With emerging technologies, many institutions are having more difficulty getting the data onto a magnetic tape, which has historically been the preferred media. This is still acceptable; however, DOS-formatted floppy disks are preferred, if file size is not prohibitive. On a similar note, if you would prefer to transfer the file to the Commission electronically, call Jeff Weber at 317/464-4400 to make arrangements.
10. Please remember to submit both pages of the Information Form (Appendix One) with the data.
11. Remember also, the implied decimal points in all credit-hour reporting fields.
12. Please call Jeff Weber at the Commission at 317/464-4400 if you have any questions.





## INTRODUCTION

The purpose of the Indiana Student Information System (SIS) is to provide comparable, accurate enrollment and financial aid information in a uniform manner and on a timely basis. This system has been specifically designed to meet the data needs of the Commission in carrying out its statutory responsibilities to the General Assembly and the Governor. This system is the only source of comprehensive information on the State's college population in both the private and public sectors.

All data submissions should be accompanied by a letter of transmittal (see Appendix One) identifying technical specifications of the medium being submitted as well as any special comments relating to the data (problems, omissions, etc.). Institutions should address their comments to:

### **All Institutions**

*Mr. Jeff Weber  
Manager of Information and Research  
Indiana Commission for Higher Education  
101 West Ohio Street, Suite 550  
Indianapolis, Indiana 46204-1971  
(317) 464-4400*

### **Independent Colleges and Universities may also contact:**

*Dr. Greg Fawcett  
Independent Colleges of Indiana  
101 West Ohio Street, Suite 440  
Indianapolis, Indiana 46204  
(317) 684-4292*

## SECTION I - GENERAL INSTRUCTIONS

### Reports and Submission Deadlines

The Student Information System consists of a fall report and an annual report. The former is a general summary of enrollment data submitted on a paper form while the latter requires the submission of one machine-readable record per student.

All enrollment data must be received by the Commission for Higher Education on or before the date indicated below.

*1995-96 Annual Report - September 15, 1996  
1996 Fall Report - October 15, 1996*

*1996-97 Annual Report - September 15, 1997  
1997 Fall Report - October 15, 1997*

### Fall Reports

The fall report concerns enrollment in the fall term and is to be submitted in the form shown in Appendix Six. The definitions of undergraduate and graduate, full-time and part-time are found in Appendix Five, as is the method for calculating FTE's. The student levels are those described in pages 7 through 9. The form is self-explanatory and is intended to be coincident with similar reports that academic institutions make to other organizations concerned with higher education.

### Annual Reports

The annual report shall cover the fiscal year period between July 1 and June 30. The annual report should be a combination of each academic reporting term included in the year being reported. All terms should report "as enrolled" credit hours rather than "as recorded" or "completed." Summer session enrollment should be included in the annual reports for the fiscal year in which over half of the session's activity occurs.

### Campus Reports

Separate reports for each campus of a multi-campus institution are to be provided. For example, Indiana Vocational Technical College should provide a separate report for each of its technical institutes. Grace College should provide separate reports for the college and the seminary.

### Census Date for Enrollment

The date in each term or session selected for determining student enrollment should generally be no later than the end of the scheduled period within which students may alter their course schedule without penalty, as designated in the campus' academic calendar for the session. However, if late registration is routinely allowed for specific types of students in specific programs, and if this late registration goes slightly beyond the standard schedule revision period, a later date may be used for enrollment reporting. *The most important factor is the consistency with which the campus selects the reporting date and the continued use of that date in future reports.* The student enrollment data must reflect all changes made during the late registration and schedule revision period, i.e., all drop and add data elements as of the reporting date. Any student who has withdrawn from the institution before the cutoff date should not be included in these reports.

### Reporting Media

Diskettes: 5-1/4" and 3-1/2" floppies in the following formats may be submitted. If you use a MacIntosh system, and have the capabilities, please save the file out in ASCII format to a DOS-formatted diskette.

360K PC/MSDOS (5-1/4")  
1.2Mb PC/MSDOS (5-1/4")

720K PC/MSDOS (3-1/2")  
1.44 Mb PC/MSDOS (3-1/2")

If you submit your data to the Commission on magnetic tape, please use the following characteristics:

- o Unlabeled (no internal labels)
- o 1600 BPI or 6250 BPI
- o 9 Track
- o EBCDIC or ASCII
- o Blocking Factor: 1 to 20 (Blocks must contain no characters other than those in the records.)
- o Record Size: 375 characters

The computer and operating system that produced the tape should be identified (i.e., DEC PDP 11/70 RSTS/E, Hewlett-Packard HP 3000, etc.); please refer to the format in Appendix One for reporting this information.

Any campus anticipating submission problems or special conditions (*i.e.*, other media types or data formats) should notify the Commission staff at least 6 weeks in advance of the reporting deadline in order for appropriate arrangements to be made to assist the institution in processing the incoming data.

### Data Elements Not Reported

Any data element which is not reported should appear as a zero-filled field on the submitted medium except where otherwise noted for specific data elements. There are a number of possible reasons for elements not appearing, including:

- o Data element not currently available.
- o Data element not reported by student, for legal or other reasons.

Whenever a data element cannot be reported for any and all students because it is currently unavailable, a general note to that effect should be made in item 10 of the transmittal form (Appendix One).

## SECTION II - DATA ELEMENTS REQUESTED AND RECORD LAYOUTS

The following record layout description illustrates the data elements requested; for your reference, field lengths and positions are included for each data element. All detailed definitions and specific coding conventions are explained in Section III - Data Element Dictionary - of this document.

(\* = new data element added with 1994-95 instructions. + = new data element added for 1995-96.)

**FIGURE 1**

<u>Data Element</u>	<u>Field Length</u>	<u>Inclusive Positions</u>	<u>Reference Page</u>
Campus .....	6.....	1-6 .....	5
Primary Site of Instruction.....	2.....	7-8 .....	5
Calendar.....	1.....	9 .....	5
Report Term.....	1.....	10 .....	5
Report Year.....	4.....	11-14 .....	5
Student Identifier.....	10.....	15-24 .....	5
Previous ID Flag.....	1.....	25 .....	6
Previously Reported Student Identifier.....	10.....	26-35 .....	6
Cohort Identifier.....	3.....	36-38 .....	6
Academic Degree Program .....	6.....	39-44 .....	6
Academic Degree Program Extension.....	2.....	45-46 .....	7
Student Level.....	2.....	47-48 .....	7
Gender .....	1.....	49 .....	9
Race/Ethnicity .....	1.....	50 .....	9
Date of Birth .....	6.....	51-56 .....	10
Zipcode/Foreign Country Code .....	5.....	57-61 .....	10
* Student County/State of Origin.....	2.....	62-63 .....	10
Campus Residence .....	1.....	64 .....	11
* Credit Hours - Non-contract Instruction (Summer A) .....	4.....	65-68 .....	11
* Credit Hours - Non-contract Instruction (Fall) .....	4.....	69-72 .....	11
* Credit Hours - Non-contract Instruction (Winter) .....	4.....	73-76 .....	11
* Credit Hours - Non-contract Instruction (Spring) .....	4.....	77-80 .....	11
* Credit Hours - Non-contract Instruction (Summer B) .....	4.....	81-84 .....	11
Credit Hours - Non-contract Instruction (Total Reported) .....	4.....	85-88 .....	11
Correspondence Credit Hours .....	4.....	89-92 .....	11
Credit Hours - Contract .....	4.....	93-96 .....	12
Entry Type .....	1.....	97 .....	12
Transfer Institution 1 - CEEB Code .....	4.....	98-101 .....	13
* Transfer Institution 1 - Credits Transferred .....	4.....	102-105 .....	13
* Transfer Institution 2 - CEEB Code .....	4.....	106-109 .....	13
* Transfer Institution 2 - Credits Transferred .....	4.....	110-113 .....	13
* Transfer Institution 3 - CEEB Code .....	4.....	114-117 .....	13
* Transfer Institution 3 - Credits Transferred .....	4.....	118-121 .....	13
First Degree Conferred .....	1.....	122 .....	13
First Degree Conferred Site .....	2.....	123-124 .....	13
First Degree Program .....	6.....	125-130 .....	13
Second Degree Conferred.....	1.....	131 .....	13
Second Degree Conferred Site .....	2.....	132-133 .....	13
Second Degree Program.....	6.....	134-139 .....	13
High School CEEB Code .....	6.....	140-145 .....	15
High School Graduation Date.....	4.....	146-149 .....	15
Cumulative Grade Point Average .....	3.....	150-152 .....	15
Residency Status .....	1.....	153 .....	15
+ Second Site of Instruction.....	2.....	154-155 .....	16

**FIGURE 1** (continued)

<u>Data Element</u>	<u>Field Length</u>	<u>Inclusive Positions</u>	<u>Reference Page</u>
+ Second Site Credit Hours.....	3.....	156-158 .....	16
+ Third Site of Instruction .....	2.....	159-160 .....	16
+ Third Site Credit Hours .....	3.....	161-163 .....	16
Financial Aid Data Status .....	1.....	164 .....	17
* Twenty-First Century Scholar Identifier .....	1.....	165 .....	17
Dependency Status.....	1.....	166 .....	17
Housing Status .....	1.....	167 .....	17
Pell Grant/Academic Year .....	5.....	168-172 .....	18
State Higher Education Award/Academic Year .....	5.....	173-177 .....	18
State Freedom of Choice Award/Academic Year .....	5.....	178-182 .....	18
Gift Aid from Institutional Sources/Academic Year .....	5.....	183-187 .....	18
Supplemental Education Opportunity Grant (SEOG)/Academic Year .....	5.....	188-192 .....	18
Veterans Benefit Programs/Academic Year .....	5.....	193-197 .....	18
Other Federal Gift Aid/Academic Year .....	5.....	198-202 .....	19
Lilly Endowment Education Award (LEEA)/Academic Year .....	5.....	203-207 .....	19
* Twenty-First Century Scholars Award/Academic Year .....	5.....	208-212 .....	19
Other Indiana Gift Aid/Academic Year .....	5.....	213-217 .....	19
Other Private Gift Aid/Academic Year .....	5.....	218-222 .....	19
Stafford Loans Certified by Campus/Academic Year .....	5.....	223-227 .....	20
Perkins Loans/Academic Year.....	5.....	228-232 .....	20
Other Repayable Need-Based Loans/Academic Year .....	5.....	233-237 .....	20
* Non-Need-Based Loans to Student/Academic Year .....	5.....	238-242 .....	20
* Non-Need-Based Loans to Parent/Academic Year.....	5.....	243-247 .....	20
Federal Work-Study Award/Academic Year.....	5.....	248-252 .....	20
State Work-Study Award/Academic Year.....	5.....	253-257 .....	21
Pell Grant/Summer Session .....	5.....	258-262 .....	18
State Higher Education Award/Summer Session .....	5.....	263-267 .....	18
State Freedom of Choice Award/Summer Session.....	5.....	268-272 .....	18
Gift Aid from Institutional Sources/Summer Session .....	5.....	273-277 .....	18
Supplemental Education Opportunity Grant (SEOG)/Summer Session....	5.....	278-282 .....	18
Veterans Benefit Programs/Summer Session .....	5.....	283-287 .....	18
Other Federal Gift Aid/Summer Session.....	5.....	288-292 .....	19
Lilly Endowment Education Award (LEEA)/Summer Session.....	5.....	293-297 .....	19
* Twenty-First Century Scholars Award/Summer Session .....	5.....	298-302 .....	19
Other Indiana Gift Aid/Summer Session.....	5.....	303-307 .....	19
Other Private Gift Aid/Summer Session .....	5.....	308-312 .....	19
Stafford Loans Certified by Campus/Summer Session .....	5.....	313-317 .....	20
Perkins Loans/Summer Session.....	5.....	318-322 .....	20
Other Repayable Need-Based Loans/Summer Session .....	5.....	323-327 .....	20
* Non-Need-Based Loans to Student/Summer Session .....	5.....	328-332 .....	20
* Non-Need-Based Loans to Parent/Summer Session.....	5.....	333-337 .....	20
Federal Work-Study Award/Summer Session.....	5.....	338-342 .....	20
State Work-Study Award/Summer Session.....	5.....	343-347 .....	21
Total Income (independent students) or Family's Total Income (dependent students).....	6.....	348-353 .....	21
Parent Contribution .....	5.....	354-358 .....	21
Student Contribution .....	5.....	359-363 .....	21
Student Expense Budget/Academic Year .....	5.....	364-368 .....	21
Student Expense Budget/Summer Session .....	5.....	369-373 .....	21
Unused .....	2.....	374-375 .....	na

### SECTION III - DATA ELEMENT DICTIONARY

The following data elements are defined in the order in which they appear on the student data records.

#### Campus

This code is a number that is unique for each campus. Each institution, branch or campus having its own FICE code should use that code for reporting purposes. Indiana Vocational Technical College should use separate FICE codes for each of its regional institutes. Grace Seminary should also be reported separately, using the campus code in Appendix Two.

#### Primary Site of Instruction

This field should contain the two-digit county code (Appendix Four) of the county of the instructional site at which the student is enrolled. Students enrolled at the main campus or at sites within the same county as the campus should be reported with the code for the county in which the campus resides. Students enrolled at sites in counties outside that of the main campus should be reported with the appropriate code for those counties.

It is expected that some of the students enrolled at the "non-traditional" sites will be able to complete all the courses necessary for a degree at that site but that others will not. The latter includes "courses only" students and those taking courses for a degree that must be completed at the main campus or another institution. See the paragraph on Academic Degree Program Extension (below) for further instructions on how to distinguish each type of student at these sites.

Students pursuing clinical studies for most of the year should be reported with the appropriate county code for the site from which they receive the non-clinical portion of their program coursework. If a student would normally be enrolled or instructed at more than one site, the institution should select one as the "primary" site of instruction. See also page 16 for instructions for reporting second and third sites of instruction with the associated credit hours.

#### Calendar

This is a field indicating the type of academic calendar used by the institution.

- 1 = Semester*
- 2 = Quarter*
- 3 = Trimester*
- 4 = 4-1-4*
- 5 = Other*

#### Report Term

This is a one-digit field indicating the term reported.

- 2 = Annual*

#### Academic Year

This is a field indicating the academic year for which the report is submitted. For example, the 1996-97 academic year data reported for the annual submission would be 9697.

#### Student Identifier

This is a field to be used to identify uniquely each student enrolled. The Student Identifier makes it possible for campuses to correct any errors detected by the Commission's edit of their file and to assist in monitoring student migration from campus-to-campus and program-to-program. For purposes of this report, each student should be assigned only **one** identifier regardless of the particular "type" of course in which he or she may be enrolled. A student might have been enrolled for on-campus, regular credit instruction and also have been enrolled in one or more non-credit courses. This student should be assigned only one identifier and only one record for this student should be reported. It is expected that each institution will supply the student's social security number wherever possible. If a student has requested that his/her social security number not be used in internal records systems, or if it is not known, then the institution is requested to assign a unique student identifier which will be consistent from term-to-term, and from year-to-year.

#### Previous ID Flag

If a student has been reported previously with an identifier other than the one being reported this time, that identifier should be reported in the next data element and this field should contain a "2" to denote that fact. If the identifier being reported this time is the same as in previous reports, then this field should contain a "1" and the following data element should contain blanks. Otherwise set to "3".

This field, and the identifier, is necessary to maintain accuracy in the Commission's retention database which is derived from SIS so that students can be tracked correctly from one year to the next. The Commission is required under IC 20-12-0.5-8(12) to measure degree completion and persistence rates in the public sector. For completeness, this information is also requested of the independent institutions.

#### Previously Reported Identifier

This field should contain the previously reported student identifier if the identifier reported this time is not the same as that reported in the last year. Otherwise, it should contain blanks. Refer to the preceding data element.

#### Cohort Identifier

This data element also is for exclusive use in the Commission's retention database and allows for accurate identification of a student cohort. This data element should identify only degree-seeking students who entered college for the first time in the fall semester of the academic year being reported. For those so identified, this field should contain an "F" followed by the last two digits of the calendar year of the fall semester involved. For instance, for first-time freshmen entering college in the fall of 1996, this field should contain "F96". This identifier has to be reported only one time and does not have to be carried forward into subsequent SIS reports.

For those students who enroll in college for the first time at more than one institution in the fall term, each institution should report the student with the appropriate cohort identifier. This field should contain blanks if the student does not meet the criteria as a freshman entering in the fall term for the first time. Students who are undertaking "*correspondence courses only*" need not be identified in a cohort. Note that this is slightly different from "first-time" as defined in the "Entry Type" element on page 12.

#### Academic Degree Program

An academic degree program is a set of related instructional activities which culminate in a specific certification of accomplishment. It is often, but not always, the same as a "major," but it is not the same as a student program, which is one particular set of courses chosen by a student in satisfaction of major and degree requirements.

The primary and authoritative source for identifying academic degree programs is the Commission for Higher Education's Academic Program Inventory. Beginning with 1983-84, the coding has been the 6-digit CIP (Classification of Instructional Programs) code used for federal reporting about programs appearing in the Academic Program Inventory. Each institution should indicate the coding used for each of its authorized programs and submit this information to the Commission for Higher Education, preferably in advance of data submission.

An institution should report enrollment information only in programs which are identified in the Academic Program Inventory. If a campus wishes to identify an academic degree program that does not appear in this inventory, the campus should contact the Commission staff; a campus should not independently assign a "special" CIP number to a program. Students should be reported according to their actual, present academic degree program and not according to an intended or future program. If a student is currently taking courses at one campus in pursuit of a degree at another campus, the first campus should report the student with the appropriate CIP code, followed by a "99" code in the academic degree program extension. However, this procedure should be used only where the student has clearly identified his/her immediate academic degree program intentions. If the student's immediate intention is not known or if the student is enrolled in a non-credit or continuing education program, he/she should be reported as "undecided/undeclared" (the CIP code should be set to zeros).

For the annual report, use the student's predominant academic degree program.

### Academic Degree Program Extension

In order to be able to identify several special categories of students, the following program extension codes have been assigned:

00 = *Academic Degree Program applies*

01 or

91 = *Undecided/Undeclared*

92 = *Non-credit or continuing education*

*Non-credit includes all individuals not matriculated in an academic degree program and who are participating in organized learning experiences for which academic credit is not awarded. These activities include conferences, short courses and workshops. In addition, non-credit "programs" should include only those individuals enrolled in courses created and/or supported by the reporting campus.*

93 = *Professional Certification Education*

99 = *Pursuing a known academic degree at another institution or campus. The coding "xxxxxx" refers to the appropriate six-digit CIP code. This coding should not be used unless the academic degree program is known in advance, and it exists at another campus or institution.*

### Student Level

A student's class level is most frequently based upon the proportion of total requirements he or she has obtained toward completion of the degree program in which he or she is enrolled.

Following is a description of each student level that should be distinctly identified.

Certificate: The Certificate level should be used for students enrolled in courses for the purpose of acquiring technical skills, or in a program comprising a prescribed field of study of two years or less in length below the associate degree level. Formal recognition is made by the campus upon completion by awarding a certificate to the student.

Associate: This is the academic objective of students enrolled in a program comprising at least two but less than four years of postsecondary education, whether it is for the first two years of a four-year baccalaureate program or a two-year occupational program. Completion of the program is signified by the awarding of an associate degree.

Student Level - This is a measure of the undergraduate student's progress toward an associate degree objective. The campus' classification system should approximate the following amount of degree credit hour requirements:

*Freshman - less than 50%*

*Sophomore - 50% to 100%*

Baccalaureate: This is the academic achievement objective of students enrolled in degree programs consisting of at least four but not more than five years of college work.

Student Level - This is a measure of the undergraduate student's progress toward a baccalaureate degree objective. The campus classification system used should approximate the following amounts of degree-hour requirements:

	<u>Four Year Degree Program</u>	<u>Five Year Degree Program</u>
Freshman	Less than 25%	Less than 20%
Sophomore	25% to 49%	20% to 39%
Junior	50% to 74%	40% to 59%
Senior	75% to 100%	60% to 100%

Students in five-year programs are classified as seniors in the last two years of their enrollment. Each campus may utilize its own policy for defining student level. However, if these policies differ significantly from the above format, a written description of these policies should be provided by the campus to the Commission.

First Professional: This is the first degree earned in a professional field. It is the achievement objective of students enrolled in programs which require at least two academic years of previous college work for entrance and a total of at least six academic years of college work for a degree. Included are the first professional degrees in the following fields: Dentistry (D.D.S. or D.M.D. only), Law (LL.B. or J.D. only), Medicine (M.D. only), Theology (B.D. or M.Div.), Veterinary Medicine (D.V.M. only), Chiropractic, Podiatry (D.S.C., Pod.D., P.M., or D.P.), Osteopathy (D.O.), Optometry (O.D.). Degrees which require four or five years of college work (Pharmacy, Architecture, Forestry) for completion of academic requirements should be reported as baccalaureate. Students enrolled in work leading to a master's degree are to be reported as Graduate-Master's, even though a master's degree is required in some fields for employment at the professional level, such as Library Science, Education, and Social Work.

Graduate - Master's: Master's degree programs generally require one or two academic years of work beyond the bachelor's degree.

Graduate - Other: This achievement objective is not intended to be a necessary or logical step between the master's and doctoral levels. Degrees can include Educational Specialist (Ed.S.) and Educational Administration (Ed.A.). Medical students completing their residency and internship requirements should be identified in this category, although the campus need not distinguish between resident and intern-type students.

Graduate - Doctorate: Included in this category are such degrees as Doctor of Education (Ed.D.), Doctor of Arts (D.A.), and Doctor of Philosophy (Ph.D.). The first professional degrees of D.V.M., M.D., J.D., D.D.S., D.O., etc. are to be reported as First Professional.

Unclassified - Undergraduate and Graduate: These students are enrolled in a course or courses; however, they have either not committed themselves to the direct pursuit of one of the achievement objective levels defined above, or the campus could not determine such an objective for the student. Included are those students identified by such terms as temporary, unclassified, transient, special or guest. Students taking coursework at one campus should be reported as unclassified only if their degree objectives could not be determined.

Campuses providing graduate degree achievement objectives should report unclassified students by undergraduate or graduate level.

The student's predominant status for most of the year should be reported as the student's level.



### Student Level Code

A two-digit code should be used to indicate the appropriate student level using the codes identified below:

*00 = Unknown*  
*01 = High School*  
*02 = Certificate*  
*03 = Associate (Freshman)*  
*04 = Associate (Sophomore)*  
*05 = Freshman (Baccalaureate)*  
*06 = Sophomore (Baccalaureate)*  
*07 = Junior (Baccalaureate)*  
*08 = Senior (Baccalaureate)*  
*09 = First Professional*  
*10 = Masters*  
*11 = Other Graduate*  
*12 = Doctoral*  
*13 = Unclassified (Undergraduate)*  
*14 = Unclassified (Graduate)*

### Gender

The coding conventions to be used for identifying Gender of students are:

*0 = Unknown*  
*1 = Female*  
*2 = Male*

### Race/Ethnicity

There are five separate racial/ethnic categories requested by the Office of Civil Rights through the Integrated Postsecondary Education Data System (IPEDS) and one additional category identified as "Non-resident Alien." The definitions for each category are given below as are the specific codes to be used in reporting these categories.

Black, Non-Hispanic. A person having origins in any of the black racial groups (except those of Hispanic origin).

American Indian or Alaskan Native. A person having origins in any of the original peoples of North America.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

White, Non-Hispanic. A person having origins in any of the original peoples of Europe, North Africa, the Middle East or the Indian subcontinent (except those of Hispanic origin).

Non-Resident Alien. A person who is not a citizen of the United States, and who is in this country on a temporary basis, and does not have the right to remain indefinitely. Resident aliens, non-citizens who have been lawfully admitted for permanent residence (and who hold a "green card," FORM I-151), are to be reported in the appropriate racial/ethnic categories along with United States citizens.

Non-resident aliens are to be reported separately, rather than in any of the five racial/ethnic categories identified above.

When reporting these categories the following codes are to be used:

- 0 = Unknown*
- 1 = Black, Non-Hispanic*
- 2 = American Indian or Alaskan Native*
- 3 = Asian or Pacific Islander*
- 4 = Hispanic*
- 5 = White, Non-Hispanic*
- 6 = Non-resident Alien*

The racial/ethnic definitions appearing above are taken from the IPEDS/OCR reporting instructions. The IPEDS/OCR instructions further explain that the racial/ethnic definitions used:

"do not denote scientific definitions of anthropological origins. For the purpose of this report, a student may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be counted in more than one racial/ethnic group.

"The manner of collecting the racial/ethnic information is left to the discretion of the institution provided that the system which is established results in reasonably accurate data. One acceptable method is a properly controlled system of post-enrollment self-identification by students. If a self-identification method is utilized, a verification procedure to ascertain the completeness and accuracy of student submissions should also be employed where feasible. In order to provide reasonably accurate data, the institution may require students to complete a questionnaire and/or identify themselves by name or otherwise when providing information. The fact that the information is being gathered in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 may be disseminated in the manner and to the extent that the institution deems appropriate."

#### Date of Birth

This is a six-digit field to indicate a student's date of birth. The coding designation should be numeric and appear as MMDDYY, where:

<i>MM</i>	<i>= Month</i>
<i>DD</i>	<i>= Day</i>
<i>YY</i>	<i>= Year</i>

If a student's date of birth is not known, this field should be zero-filled.

#### Zipcode/Foreign Country Code

Provide the five-digit Zipcode of the student's address at the time of admission in the campus. The codes to be used for foreign countries appear in Appendix Three. If a student's zipcode-of-origin is not known, this field should be zero-filled.

#### Student County/State of Origin

Because many students list a local address and zipcode with the institution, attributing county of origin to the zipcode field is sometimes inaccurate, though the previous field is still necessary for purposes of historical consistency and use of foreign country codes.

For Indiana resident students, please enter the two-digit county code (Appendix Four) corresponding to the student's county of origin at the time of admission. Use only codes 01 through 92 from Appendix Four. For US students from outside Indiana, please enter the two character postal abbreviation for their state of origin. If this information is unknown, enter "00" in this field.

### Campus Residence

This is a one-digit field indicating a student's residence while enrolled. The following codes and definitions should be used:

<i>0 = Unknown</i>	<i>campus residence status unknown.</i>
<i>1 = Campus</i>	<i>includes residence halls (dormitories), married student housing and fraternities and sororities using residence halls.</i>
<i>2 = Off-Campus</i>	<i>all other housing not identified as campus, overseas or parents to include fraternities and sororities which occupy housing other than residence halls.</i>
<i>3 = Overseas</i>	<i>includes students enrolled in an ongoing program at an extension center or campus located in a foreign country and who are residing in that country.</i>
<i>4 = Parents</i>	<i>includes students living "at home" with parents, guardians, or relatives.</i>

### Credit Hours (Non-contract Instruction)

All credit hours reported are to be semester-equivalent credit hours. Campuses that do not utilize a semester credit hour system must convert to semester hours for purposes of this report. Table I displays the weighting factors to be applied by system-type. If a campus utilizes a system other than those appearing in Table I, that campus should contact the Commission to arrange a special weighting factor based on the specific system type. (**Note:** All credit hour enrollment fields are four-character fields with an *implied* decimal point between the second and third characters.) Credit hours should be reported *as enrolled* for each student and term of enrollment.

**Important:** Report all non-contract credit instruction attempted in the reporting year in these fields, including those credits referenced in the supplemental instruction site fields (page 16).

Credit hours should be reported in each of six data fields, as follows. The fields are defined to accommodate various institutional calendars. If your campus does not report enrollment for a defined term, please set the value to "0000." Students enrolled, but with non-credit status should be reported using "9999" in the appropriate term field. (Be sure this value is not added into the "total" field.) This allows students in non-credit clinical and other experiences to be included in appropriate headcount tabulations.

<b>Summer A:</b>	<i>Summer enrollment activity reported for the fiscal year which occurs <u>prior</u> to the fall term being reported.</i>
<b>Fall:</b>	<i>Regular fall term enrollment.</i>
<b>Winter:</b>	<i>If your campus is on a quarter system, report the winter term credits attempted here. Also, if your campus enrolls students for a separate January or inter-term separate from the fall and spring terms, those credits attempted should be recorded here. Because all public institutions are on a semester calendar, this field should not apply.</i>
<b>Spring:</b>	<i>Regular spring term enrollment.</i>
<b>Summer B:</b>	<i>Summer enrollment activity reported for the fiscal year which occurs <u>after</u> the spring term being reported.</i>
<b>Total:</b>	<i>This is the total semester credits attempted by the student during the reported fiscal year and should be equal to the sum of the previous five fields. (Do not include "9999" enrollment entries in this calculation.)</i>

### Correspondence Credit Hours

Instruction given by mail, radio, or television in which there is the sending of lessons, periodic

examination of students, and correcting and grading of returned lessons should be reported here. Only completed credit hours posted to a student's transcript should be reported.

#### Credit Hours (Contract Instruction)

When institutions have contractual agreements to provide credit instruction to limited groups of students (not open admission), and the contractual arrangement provides a reimbursement for the cost of providing the credit instruction, they should report this enrollment as **contract** credit hours. The contractual agreements apply to both on- and off-campus credit instruction. Contract instruction should not be confused with contractual arrangements which pay all or a portion of a student's cost in programs which are open to any student at the campus (e.g., the student's employer pays the student's tuition).

Those campuses which contract with the Indiana University School of Medicine to conduct first or second year instructional programs on their campuses should report this enrollment as first professional, contract enrollment. The Indiana University School of Medicine should report this enrollment as first professional with the county code (Appendix Four) of the contracting institution in the "Primary Site of Instruction" field.

**TABLE I:**  
WEIGHTING FACTORS TO BE USED FOR  
CONVERSIONS TO SEMESTER CREDIT HOURS

<u>Calendar Type</u>	<u>Weighting Factor</u>
Semester (and any other system using semester credit hours)	1.0
Quarter	.6667

#### Entry Type

This is a one-digit field to indicate a student's method of entry. The following definitions and codes should be used to report this information.

First-time Entry. All freshmen entering at the fall term who have not previously attended any college should be reported as first-time entries. Include students enrolled in the fall term who attended college for the first time in the summer session(s) immediately preceding the fall term. Also include students who entered with advanced standing (college credits earned before graduating from high school) at the freshman level. This category should also be used for graduate students entering a graduate program, regardless of where they obtained their undergraduate degree.

Transfers. Those students who have enrolled for the first time at the reporting campus, but have received credit while enrolled at another campus, should be reported as transfer students. Students transferring from one campus to another, within the same institution, in pursuit of the same or similar degree should be counted as transfer students. The time span between attendance at one institution and admission to the reporting campus shall not be a factor for exclusion of students in this category.

Continuing. Those students who do not fit into any of the above categories should be reported as having the status of a "continuing" student. There should be no duplication of students reported in the above categories.

The following coding conventions should be used to report these categories:

*0 = Entry Status Not Known  
(or not applicable because high school or non-degree student)  
1 = Continuing  
2 = First-time Entry  
3 = Transfer*

#### Transfer Institution CEEB Code-1

If a student has an entry type of "transfer," the four-digit College Entrance Examination Board (CEEB) Code of the Transfer Institution should appear in this field indicating the institution **from** which the student has transferred. Also, if transfer credits are recognized *during the year being reported*, this field should contain the most recent institution attended prior to the current campus. (It is possible that a continuing entry-type student who transferred in a prior year will have credits recognized.) Zero-fill this field if not applicable.

#### Transfer Credits Recognized from Transfer Institution-1

Enter the number of transfer credits recognized *during the year being reported* from the institution listed in the field for Transfer Institution CEEB Code-1. Use four digits, with an implied decimal between positions two and three. Zero-fill this field if not applicable.

#### Transfer Institution CEEB Code-2

If transfer credits are recognized from more than one institution *during the year being reported*, enter the CEEB code of the second most recently attended campus in this field. Zero-fill this field if not applicable.

#### Transfer Credits Recognized from Transfer Institution-2

Enter the number of transfer credits recognized *during the year being reported* from the institution listed in the field for Transfer Institution CEEB Code-2. Use four digits, with an implied decimal between positions two and three. Zero-fill this field if not applicable.

#### Transfer Institution CEEB Code-3

If transfer credits are recognized from more than two institutions *during the year being reported*, enter the CEEB code of the third most recently attended campus in this field. If transfer credits are recognized from more than three institutions *during the year being reported*, enter "9999." Zero-fill this field if not applicable.

#### Transfer Credits Recognized from Transfer Institution-3

Enter the number of transfer credits recognized *during the year being reported* from the institution listed in the field for Transfer Institution CEEB Code-3. If Transfer Institution CEEB Code-3 is "9999," enter the total credit hours recognized *during the year being reported* from the corresponding institutions. Use four digits, with an implied decimal between positions two and three. Zero-fill this field if not applicable.

#### Degrees and Awards Conferred

There are six fields reserved for the reporting of degrees and awards conferred. These six fields are divided into two sets allowing for the reporting of an individual receiving two degrees in the same year. Each set includes three fields: the first field will be used to identify the type of degree or award conferred; the second field will be used to indicate the site at which the degree was earned; the third field will display the CIP code of the academic degree program in which the degree or award was granted.

If a student earned two degrees or awards between July 1 and June 30 of the reporting year (e.g., a bachelor's degree at the end of the summer session and a master's degree at the end of the following academic year) both degrees and/or awards should be reported. The first should be used to report the most recently conferred degree or award. The second set should utilize the same coding conventions as the first and should be used to report the degree or award conferred earlier. If a student is granted only one degree during the reporting term, the remaining three fields should be zero-filled.

Report only those degrees and awards which were actually conferred between July 1 and June 30 of the reporting year. Degrees or awards earned but not yet conferred during this time period should be reported in the report for the following year.

If a student has not been granted a degree or award during the reporting term, all six fields should be zero-filled.

### Classification of Degrees According to Academic Degree Program

- (a) *Specific Classification.* Classify degrees specifically as to the authorized academic program from which the individual is graduating. Thus, report a bachelor's degree in business administration with a major in Accounting or in Business and Commerce consistent with the Academic Program Inventory for that institution.
- (b) *Degree of Doctor of Philosophy.* Classify the Doctor of Philosophy degree according to the student's academic degree program. Thus, a Ph.D. in Chemistry should be reported as a degree in Chemistry, NOT as one in Philosophy.
- (c) *Academic Degree Programs of Students Prepared to Teach.* The general rule is to classify degrees according to the academic degree program. This means that, in general, degrees of students who have prepared to teach an academic subject, such as English, biology, or foreign languages, should be reported respectively in Letters, Biological Sciences, and Foreign Languages, and NOT in Education. On the other hand, the degrees of students who have majored in education should be reported accordingly, e.g., in Art Education or Music Education. In either case, the resulting program should be in the Academic Program Inventory.
- (d) *Split Major.* When a student graduates with a split major, report the degree in the Student's academic degree program (i.e., the area of greater specialization). If this is not possible, the degree should be reported in the discipline specialty closest to the combination. If a split major involves two languages, report it in Foreign Languages, General. Similarly, within each of the other discipline divisions, if a split major involves two specialties within a division, the degree should be reported under the appropriate "general" specialty indicated under that discipline heading. If the split major covers more than one discipline division, the academic degree program should be reported in the area of greater specialization.
- (e) *Double Majors.* When a student graduates with a major in two discipline specialties, report the academic degree program in the field of greater specialization.

Utilize the Commission's Academic Program Inventory in conjunction with the six-digit CIP Code of the appropriate academic degree program.

### Level of Degree Conferred Codes

This field is assigned to indicate the specific level of degree(s) awarded. Coding conventions for these fields are:

- 1 = Certificate*
- 2 = Associate*
- 3 = Baccalaureate*
- 4 = Masters*
- 5 = Specialist*
- 6 = First Professional*
- 7 = Doctoral*

### Degree Conferred Site Codes

Those codes used to indicate primary site of instruction (see page 5) are to be used to signify the site at which the degree(s) was (were) awarded.

### High School CEEB Code

Report the six-digit College Entrance Examination Board (CEEB) Secondary/Junior Colleges Code for the student's high school of graduation. If the student entered as a graduate student and as a consequence no High School code is available, enter 999998 in this field. Use the following codes as appropriate for those instances in which the CEEB code is unknown, discontinued, or not applicable:

*159992 = Out-of-State Home School*  
*159993 = In-State Home School*  
*159994 = Out-of-State*  
*159995 = Foreign High School*  
*159996 = Out-of-State Obsolete High School*  
*159997 = In-State, Other or Obsolete High School*  
*159998 = Out-of-State GED*  
*159999 = In-State GED*

Those institutions which continue to use codes that CEEB has declared obsolete may report those codes instead of 159996 or 159997. Likewise, institutions using pertinent active codes for out-of-state and foreign high schools may use them instead of 159994 and 159995. Use of 159998 and 159999 are encouraged if known but are not necessary.

### High School Date of Graduation

This is a four-digit field to indicate the month and year of the student's graduation from high school. The coding designation is numeric and is to be reported in the form of MMY Y, where:

*MM     = Month*  
*YY     = Year*

If month is unavailable, zero fill month and report year.

### Cumulative Grade Point Average

The student's cumulative grade point average (GPA) from enrollment to last term attended is to be entered here based on a four-point grading scale where, A = 4, B = 3, C = 2, D = 1 and F = 0. Six-point grading scales where, A = 6 and F = 2 are to be reduced to the four-point system by subtracting 2 from the institution's calculated GPA. Enter 998 if this item is not available and zero if actually zero.

### Residency Status

This is a one-digit field that records the institution's assignment of Indiana residency/non-residency status to a student. For the public institutions, this categorization is to correspond with the student's basis for tuition and fee amounts.

The following codes are valid:

*0 = Residency Status Unknown*  
*1 = Assumed as Resident*  
*2 = Assumed as Non-Resident*  
*3 = Undifferentiated as to Student Origin or Residency (obsolete)*  
*4 = Assumed as resident through Reciprocity Agreement*  
*5 = Non-Resident Paying Resident Fees for Reasons Other Than Reciprocity*

Independent institutions, and other campuses charging tuition/fees undifferentiated as to student origin should code students, to the best of their ability as either resident (1) or non-resident (2) based on their state of origin at the time of admission.

#### Supplemental Data on Enrollment Activity Outside of the Primary Site of Instruction

If a student enrolls at more than one site of instruction (Indiana County) of the same campus during the SIS reporting cycle, the enrollment activity outside of the *primary* site of instruction should be reported in this set of fields. (Remember, report all credit hours attempted in the term-specific fields for non-contract credit instruction, defined on page 11.) In the fields for the second and third sites of instruction, report only that portion of instruction that was attempted at the site(s) other than the primary site of instruction. If the student takes instruction at a third site, report that site and the associated credits in the appropriate fields. If a student enrolls at more than three sites of a single campus during the reporting year, report "99" in the third site of instruction field and report the total of the credit hours attempted at the third and fourth (and fifth and sixth and ...) sites in the third site credits field.

**Note:** The credit hours associated with the primary site of instruction are not explicitly reported in the record. In analyses, the credit hours for the primary site of instruction will be calculated by subtracting the second and third site credit hours from the total non-contract credit hours.

Student majors will only be checked against the primary site of instruction. Therefore, if the primary site listed is not the county through which the student pursues his or her degree objective, "99" should be entered as the academic degree program extension (see page 7).

Set any unused fields to zeroes.

#### Second Site of Instruction

Report the two-digit county code (Appendix Four) of the county of the second instructional site at which the student is enrolled. (See page 5 for a detailed definition of the primary site of instruction.)

#### Second Site Credit Hours

Report the number of credit hours attempted at the second site of instruction. All credit hours should be reported in semester-equivalent credit hours. (This field is three-characters in length with an *implied* decimal between the second and third character. 10 credit hours, for example, should be entered as "100" in this field.) Credit hours should be reported *as enrolled* for each student and reporting year. Students enrolled, but with non-credit status should be reported using "999" in this field. This allows students in non-credit clinical and other experiences to be included in appropriate headcount tabulations.

#### Third Site of Instruction

Report the two-digit county code (Appendix Four) of the county of the third instructional site at which the student is enrolled. If the student is enrolled during the reporting year at more than three sites of instruction of a single campus, report "99" in this field.

#### Third Site Credit Hours

Report the number of credit hours attempted at the third site of instruction. All credit hours should be reported in semester-equivalent credit hours. (This field is three-characters in length with an *implied* decimal between the second and third character. 10 credit hours, for example, should be entered as "100" in this field.) Credit hours should be reported *as enrolled* for each student and reporting year. Students enrolled, but with non-credit status should be reported using "999" in this field. This allows students in non-credit clinical and other experiences to be included in appropriate headcount tabulations. For students enrolled in more than three sites of instruction of a single campus during the reporting year, report the sum of the non-contract credit instruction attempted at the third and fourth (and fifth and sixth and ...) sites.



### Financial Aid Data Status

The remaining fields in each record are used to record basic financial aid data for the prior fiscal year. Many of the fields, however, are duplicated to allow separate entries for the academic year and the summer session. Some students may receive aid for the academic year only while others receive it for the summer session only and others for both periods. Those fields which remain the same for whatever period is being reported are not duplicated.

The valid codes for this field are:

*0 = No financial aid information is available.*

*1 = Financial aid application information is present, but no awards were made and no award amounts are present.*

*2 = Financial aid award amounts are present for the academic year only.*

*3 = Financial aid award amounts are present for the summer session only.*

*4 = Financial aid award amounts are present for the academic year and summer session.*

If codes "2" through "4" are indicated, relevant award fields will be interpreted as valid, even if they contain zero data values. Otherwise, the remaining fields will be ignored.

In the following definitions, those data with separate academic year and summer session fields are so indicated; the definition applies to both fields in such cases.

### Twenty-First Century Scholar Identifier

If the student is known to be a Twenty-First Century Scholar, enter a "1" in this field, otherwise set to zero. This is in order to consistently identify students from this program even in the event that they do not receive an award amount under the program in the given year.

### Dependency Status

When computing financial "need" for individual students, most campuses vary their analysis according to whether the student is dependent upon his/her parents for support.

The following codes are consistent with the Congressional Methodology definitions and should be used accordingly.

*0 = Indeterminate Status*

*1 = Self-supporting*

*2 = Dependent*

### Housing Status

This is a one-digit field indicating a student's residence while enrolled and applies only to those students to whom financial aid has been made available.

The following coding convention should be used:

*0 = Unknown            campus residence status unknown.*

*1 = Campus            includes residence halls (dormitories), married student housing and fraternities and sororities using residence halls.*

*2 = Off-Campus        all other housing not identified as campus, overseas or parents to include fraternities and sororities which occupy housing other than residence halls.*

*3 = Overseas           includes students enrolled in an ongoing program at an extension center or campus located in a foreign country and who are residing in that country.*

*4 = Parents            includes students living "at home" with parents, guardians or relatives.*

Pell Grant (Academic Year and Summer Session)

This field contains the total grant received by the student for the fiscal period indicated under the Federal Pell Grant Program.

If there is no grant, or if the grant is not known, the field should be set to zeros. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeros. Note that this field is unsigned.

State Higher Education Award (Academic Year and Summer Session)

This field contains the total grant received by the student under the Indiana Higher Education Award Program administered by SSACI.

If there is no grant, or if the grant is not known, the field should be set to zeros. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeros. Note that this field is unsigned.

State Freedom of Choice Award (Academic Year and Summer Session)

This field contains the total grant received by the student under the Indiana Freedom of Choice Program administered by SSACI.

If there is no grant, or if the grant is not known, the field should be set to zeros. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeros. Note that this field is unsigned.

Gift Aid from Institutional Sources (Academic Year and Summer Session)

This field contains student aid in any form (grants, fee remissions, etc.) received by the student at any time during the fiscal year, including athletic grants:

- Institutional need-based aid
- Institutional non-need-based
- Fee remissions provided as employee benefits to employees, spouses, and children of employees
- State entitlement programs, including CDV, Police

Awards funded through institutional foundations and endowments should not be reported in this category.

If there is no grant, or if the grant is not known, the field should be set to zeros. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeros. Note that this field is unsigned.

Supplemental Education Opportunity Grant (SEOG) (Academic Year and Summer Session)

This field contains the total grant received by the student for the fiscal period indicated under the Federal Supplemental Education Opportunity Grants (SEOG) Program.

If there is no grant, or if the grant is not known, the field should be set to zeroes. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeroes. Note that the field is unsigned.

Veterans Benefit Programs (Academic Year and Summer Session)

This field contains the total benefit received by the student for the fiscal period indicated under all Federal Veteran's Benefit Programs, including VA Contributory Benefits and GI Bill and Dependent's Educational Assistance Benefits.

If there is no benefit, or if the benefit is not known, the field should be set to zeroes. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeroes. Note that the field is unsigned.

Other Federal Gift Aid (Academic Year and Summer Session)

This field contains student gift aid from federal programs (exclusive of the Pell, SEOG, and Veteran's Training Program funding). This field should include at least the following:

- Grants from Bureau of Indian Affairs
- Paul Douglas Teacher Scholarship
- Robert C. Byrd Scholarship
- Job Training Partnership Act Awards (JTPA)

If there is no grant, or if the grant is not known, the field should be set to zeros. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeros. Note that this field is unsigned.

Lilly Endowment Education Award (LEEA) (Academic Year and Summer Session)

This field contains the total grant amount received by the student through the LEEA Program.

If there is no grant, or if the grant is not known, the field should be set to zeroes. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeroes. Note that the field is unsigned.

Twenty-First Century Scholars Award (Academic Year and Summer Session)

This field contains the total grant amount awarded to the student through the Twenty-First Century Scholars Program. Recipients of this award should also be identified in the Twenty-First Century Scholars Identifier Field.

If there is no award, or if the award is not known, the field should be set to zeroes. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeroes. Note that the field is unsigned.

Other Indiana Gift Aid (Academic Year and Summer Session)

This field contains gift aid received by the student during the fiscal period indicated from state programs such as:

- Hoosier Scholarship
- Nursing Scholarship
- Minority Teacher Scholarship
- Vocational Rehabilitation Awards

Note that JTPA awards are not to be reported here but are included under Other Federal Gift Aid.

If there is no grant, or if the grant is not known, the field should be set to zeroes. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeroes. Note that the field is unsigned.

Other Private Gift Aid (Academic Year and Summer Session)

This field contains gift aid received by the student during the indicated fiscal period from private parties, which cannot be classified into one of the above categories. Included are awards which are handled or known by the institution, such as service club scholarships (e.g., Kiwanis, Rotary, PTO, etc.) and awards from other state and foreign governments.

Also included here are institutional endowment and foundation awards. These are awards over which the institution has either direct control or some degree of influence (e.g., award recipients selected by a university foundation). Outside billings, such as employer and military billings, are excluded. It is understood that the institutions cannot know or record all such student aid; however, information is sought where institutions record this information in their record systems, and utilize this information in packaging other aid for the student.

If there is no grant, or if the grant is not known, the field should be set to zeroes. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeroes. Note that the field is unsigned.

Subsidized Stafford Loans Certified by Campus (Academic Year and Summer Session)

This field contains Stafford (formerly GSL) loan funds certified by the institution.

If there is no loan, or if the loan is not known, the field should be set to zeros. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeros. Note that this field is unsigned.

Perkins Loans (Academic Year and Summer Session)

This field contains the total repayable loan amount the student received through the Perkins (formerly NDSL) loan program.

If there is no loan, or if the loan is not known, the field should be set to zeroes. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeroes. Note that the field is unsigned.

Other Repayable Need-Based Loans (Academic Year and Summer Session)

This field is intended to record need-based loans received by the student from an institution or other source known by the institution which is repayable by the student. These sources should include:

- Health professions loans
- Nursing Loans

Exclude non-need based loans such as PLUS, SLS, and unsubsidized Stafford loans.

If there is no loan, or if the loan is not known, the field should be set to zeros. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeros. Note that this field is unsigned.

Non-Need-Based Loans to Student (Academic Year and Summer Session)

Report all non-need based loans to the student which are administered through the campus, such as:

- Unsubsidized Stafford Loans
- Supplemental Loan to Student (SLS)

If there is no loan, or if the loan is not known, the field should be set to zeros. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeros. Note that this field is unsigned.

Non-Need-Based Loans to Parent (Academic Year and Summer Session)

Report all non-need-based loans to the parent(s) which are administered through the campus, such as the Parent Loan for Undergraduate Students (PLUS).

If there is no loan, or if the loan is not known, the field should be set to zeros. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeros. Note that this field is unsigned.

Federal Work-Study Award (Academic Year and Summer Session)

This field is intended to capture the aggregate job compensation to students which receive subsidies under the Federal College Work-Study Program during the indicated fiscal year. It should include all gross wages paid, including the employer's share and the work-study program share.

If there is no work-study compensation, or if the compensation is not known, the field should be set to zeros. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeros. Note that this field is unsigned.

#### State Work-Study Award (Academic Year and Summer Session)

This field is intended to capture the aggregate job compensation to students which receive subsidies under the Indiana College Work-Study Program during the indicated fiscal year. It should include all gross wages paid, including the employer's share and the work-study program share.

If there is no work-study compensation, or if the compensation is not known, the field should be set to zeros. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeros. Note that this field is unsigned.

#### Income

This field describes the combined taxable (AGI) and non-taxable income received by the student or his parents for 1994, consistent with student Congressional Methodology definitions.

Depending upon the student's dependency status the field should include:

##### For Dependent Students:

Total income available to the student's parents.

##### For Independent Students:

Total income available to the student and spouse.

If the income is not known, the field should be set to 999998. If the income is actually zero, the field should be set to 999990. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeros. Note that this field is unsigned.

#### Parent Contribution

This field records the academic year parent contribution of dependent students, consistent with the Congressional Methodology definitions. If it is not known, it should be set equal to 99998. If it is actually zero, it should be set equal to 99990. For self-supporting students, it should be reported as zero (99990).

If parent contribution is not reported here, application programs which require it may use estimates from other available data, such as parent income.

#### Student Contribution

This field records the academic year student contribution of all students (dependent and self-supporting), consistent with Congressional Methodology definitions. If it is not known, it should be set equal to 99998. If it is actually zero, it should be set equal to 99990.

#### Student Expense Budget (Academic Year and Summer Session)

These fields record the student expense budget used by the college for packaging financial aid. If it is not reported here, application programs which require it will estimate it from other available data such as credit hour enrollment levels and housing status.

**TABLE II**  
**SUMMARY OF REQUIRED CODES**

<b>INCLUSIVE POSITIONS</b>	<b>DATA ELEMENTS</b>	<b>REQUIRED CODES</b>	<b>COBOL PICTURE</b>	<b>REFERENCE PAGE</b>
1-6	Campus	See Appendix Two	PIC 9(06)	5
7-8	Primary Site of Instruction	See Appendix Four	PIC 9(02)	5
9	Calendar	1 = Semester 2 = Quarter 3 = Trimester 4 = 4-1-4 5 = Other	PIC 9(01)	5
10	Report Term	2 = Annual	PIC 9(01)	5
11-14	Report Year	YYYY (Academic Year; e.g.9697)	PIC 9(04)	5
15-24	Student Identifier	Social Security Number or institution "unique" student number (alpha-numeric field should be right justified).	PIC X(10)	5
25	Previous ID Flag	Set this field to "1" if student previously reported in SIS with identifier appearing in positions 15-24. Set this field to "2" if student previously reported with a different identifier that has subsequently been replaced by the identifier now reported in positions 26-35. Otherwise, set to "3".	PIC 9(01)	6
26-35	Previously Reported Identifier	If Previous ID flag field contains a "2", field should contain the Social Security number or institution "unique" number that was used for this student in previous SIS reports. Otherwise, should be filled by blanks (spaces).	PIC X(10)	6
36-38	Cohort Identifier	"F" followed by YY from positions 11-12 for first-time freshmen entering in the fall semester. Otherwise, should be filled by blanks (spaces).	PIC X(03)	6
39-44	Academic Degree Program	Academic Degree Program Use Academic Degree Program code (CIP) or 000000 if unknown/undecided.	PIC 9(06)	6
45-46	Academic Degree Program Extension	00 = Academic Degree Program applies 01 or 91 = Undecided/Undeclared 92 = Non-credit or continuing education 93 = Professional Certification Education 99 = Pursuing degree at another institution or campus	PIC 9(02)	7

**TABLE II**  
**SUMMARY OF REQUIRED CODES**

<b>INCLUSIVE POSITIONS</b>	<b>DATA ELEMENTS</b>	<b>REQUIRED CODES</b>	<b>COBOL PICTURE</b>	<b>REFERENCE PAGE</b>
47-48	Student Level	00 = Unknown 01 = High School 02 = Certificate 03 = Associate (Freshman) 04 = Associate (Sophomore) 05 = Baccalaureate (Freshman) 06 = Baccalaureate (Sophomore) 07 = Baccalaureate (Junior) 08 = Baccalaureate (Senior) 09 = First Professional 10 = Masters 11 = Other Graduate 12 = Doctoral 13 = Unclassified (Undergraduate) 14 = Unclassified (Graduate)	PIC 9(02)	7-9
49	Gender	0 = Unknown 1 = Female 2 = Male	PIC 9(01)	9
50	Race/Ethnicity	0 = Unknown 1 = Black, Non-Hispanic 2 = American Indian or Alaskan Native 3 = Asian or Pacific Islander 4 = Hispanic 5 = White, Non-Hispanic 6 = Non-Resident Alien	PIC 9(01)	9-10
51-56	Date of Birth	MMDDYY (use 000000 for unknown date of birth)	PIC 9(06)	10
57-61	Zipcode/Foreign Country Code	Zipcode (if United States). If Foreign Country - See Appendix Three	PIC 9(05)	10
62-63	Student County/State of Origin	County code (Appendix Four) for origin at time of admission. If from outside Indiana, enter 2-character postal abbreviation for state of origin. Set to "99" if from outside US.	PIC X(02)	10
64	Campus Residence	0 = Unknown 1 = Campus 2 = Off-Campus 3 = Overseas 4 = Parents	PIC 9(01)	11
65-68	Credit Hours - Non-contract Instruction (Summer A)	(Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g., 0350.)	PIC 9(02)V9(02)	11

**TABLE II**  
**SUMMARY OF REQUIRED CODES**

<b>INCLUSIVE POSITIONS</b>	<b>DATA ELEMENTS</b>	<b>REQUIRED CODES</b>	<b>COBOL PICTURE</b>	<b>REFERENCE PAGE</b>
69-72	Credit Hours - Non-contract Instruction (Fall)	(Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g., 0350.)	PIC 9(02)V9(02)	11
73-76	Credit Hours - Non-contract Instruction (Winter/Inter-)	(Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g., 0350.)	PIC 9(02)V9(02)	11
77-80	Credit Hours - Non-contract Instruction (Spring)	(Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g., 0350.)	PIC 9(02)V9(02)	11
81-84	Credit Hours - Non-contract Instruction (Summer B)	(Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g., 0350.)	PIC 9(02)V9(02)	11
85-88	Credit Hours - Non-contract Instruction (Total)	(Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g., 0350.)	PIC 9(02)V9(02)	11
89-92	Correspondence Credit Hours	(Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g., 0350.)	PIC 9(02)V9(02)	11
93-96	Credit Hours - Contract Instruction	(Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g., 0350.)	PIC 9(02)V9(02)	12
97	Entry Type	0 = Unknown or Not Applicable 1 = Continuing 2 = First-Time Entry 3 = Transfer	PIC 9(01)	12
98-101	Transfer Institution CEEB Code - 1	CEEB Code	PIC 9(04)	13
102-105	Transfer Credits - Institution 1	(Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g., 0350.)	PIC 9(02)V9(02)	13
106-109	Transfer Institution CEEB Code - 2	CEEB Code	PIC 9(04)	13
110-113	Transfer Credits - Institution 2	(Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g., 0350.)	PIC 9(02)V9(02)	13
114-117	Transfer Institution CEEB Code - 3	CEEB Code	PIC 9(04)	13
118-121	Transfer Credits - Institution 3	(Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g., 0350.)	PIC 9(02)V9(02)	13



**TABLE II**  
**SUMMARY OF REQUIRED CODES**

<b>INCLUSIVE POSITIONS</b>	<b>DATA ELEMENTS</b>	<b>REQUIRED CODES</b>	<b>COBOL PICTURE</b>	<b>REFERENCE PAGE</b>
122	First Degree Conferred	Degree Level Code 1 = Certificate 2 = Associate 3 = Baccalaureate 4 = Masters 5 = Specialist 6 = First Professional 7 = Doctoral	PIC 9(01)	13-14
123-124	First Degree Conferred Site	See Appendix Four	PIC 9(02)	13-14
125-130	First Degree Program	Academic Degree Program (see Academic Program Inventory)	PIC 9(06)	13
131	Second Degree Conferred	Degree Level Code 1 = Certificate 2 = Associate 3 = Baccalaureate 4 = Masters 5 = Specialist 6 = First Professional 7 = Doctoral	PIC 9(01)	13-14
132-133	Second Degree Conferred Site	See Appendix Four	PIC 9(02)	13-14
134-139	Second Degree Program	Academic Degree Program (See Academic Program Inventory)	PIC 9(06)	13
140-145	High School CEEB Code	Enter 999998 if data item is not available.	PIC 9(06)	15
146-149	High School Graduation Date	MMYY	PIC 9(04)	15
150-152	Cumulative Grade Point Average	(Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g., 350.) Enter 998 if item is not available.	PIC 9(01)V9(02)	15
153	Residency Status	0 = Residency status unknown 1 = Assumed as resident for tuition/fee purposes 2 = Assumed as non-resident for tuition/fee purposes 3 = Undifferentiated fees (obsolete) 4 = Assumed resident via reciprocity 5 = Non-resident paying resident fees for reason other than reciprocity	PIC 9(01)	15
154-155	Second Site of Instruction	See Appendix Four	PIC 9(02)	16

**TABLE II**  
**SUMMARY OF REQUIRED CODES**

<b>INCLUSIVE POSITIONS</b>	<b>DATA ELEMENTS</b>	<b>REQUIRED CODES</b>	<b>COBOL PICTURE</b>	<b>REFERENCE PAGE</b>
156-158	Second Site Credit Hours	(Implied decimal - decimal aligned; any unused columns should be zero filled, e.g. 035 = 3.5 credits.)	PIC 9(02)V9(01)	16
159-160	Third Site of Instruction	See Appendix Four	PIC 9(02)	16
161-163	Third Site Credit Hours	(Implied decimal - decimal aligned; any unused columns should be zero filled, e.g. 035 = 3.5 credits.)	PIC 9(02)V9(01)	16
164	Financial Aid Data Status	0 = No financial aid information is available 1 = Financial aid application information is present, but no awards were made and no award amounts are present 2 = Financial aid award amounts are present for the academic year only 3 = Financial aid award amounts are present for the summer session only 4 = Financial aid award amounts are present for the academic year and summer session	PIC 9(01)	17
165	21st Century Scholar Identifier	Enter "1" if student is 21st Century Scholar, otherwise zero.	PIC 9(01)	17
166	Dependency Status	0 = Indeterminate status 1 = Self-supporting 2 = Dependent	PIC 9(01)	17
167	Housing Status	0 = Unknown 1 = Campus 2 = Off-Campus 3 = Overseas 4 = Parents	PIC 9(01)	17
168-172	Pell Grant/Academic Year	Decimal amount rounded to whole dollars; field is right-adjusted and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	18
173-177	State Higher Education Award/ Academic Year	Decimal amount rounded to whole dollars; field is right-adjusted and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	18

**TABLE II**  
**SUMMARY OF REQUIRED CODES**

<b>INCLUSIVE POSITIONS</b>	<b>DATA ELEMENTS</b>	<b>REQUIRED CODES</b>	<b>COBOL PICTURE</b>	<b>REFERENCE PAGE</b>
178-182	State Freedom of Choice Award/ Academic Year	Decimal amount rounded to whole dollars; field is right-adjusted and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	18
183-187	Gift Aid from Institutional Sources/Academic Year	Decimal amount rounded to whole dollars; field is right-adjusted and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	18
188-192	Supplemental Education Opportunity Grant (SEOG)/ Academic Year	Decimal amount rounded to whole dollars; field is right-adjusted and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	18
193-197	Veterans Benefit Programs/ Academic Year	Decimal amount rounded to whole dollars; field is right-adjusted and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	18-19
198-202	Other Federal Gift Aid/ Academic Year	Decimal amount rounded to whole dollars; field is right-adjusted and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	19
203-207	Lilly Endowment Education Award (LEEAA)/Academic Year	Decimal amount rounded to whole dollars; field is right-adjusted and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	19
208-212	21st Century Scholars Award/ Academic Year	Decimal amount rounded to whole dollars; field is right-adjusted and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	19
213-217	Other Indiana Gift Aid/Academic Year	Decimal amount rounded to whole dollars; field is right-adjusted and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	19
218-222	Other Private Gift Aid/Academic Year	Decimal amount rounded to whole dollars; field is right-adjusted and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	19-20
223-227	Stafford Loans Certified by Campus/Academic Year	Decimal amount rounded to whole dollars; field is right-adjusted and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	20

**TABLE II**  
**SUMMARY OF REQUIRED CODES**

<b>INCLUSIVE POSITIONS</b>	<b>DATA ELEMENTS</b>	<b>REQUIRED CODES</b>	<b>COBOL PICTURE</b>	<b>REFERENCE PAGE</b>
228-232	Perkins Loans/Academic Year	Decimal amount rounded to whole dollars; field is right-adjusted and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	20
233-237	Other Repayable Need-Based Loans/Academic Year	Decimal amount rounded to whole dollars; field is right-adjusted and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	20
238-242	Non-Need-Based Loans to Student/Academic Year	Decimal amount rounded to whole dollars; field is right-adjusted and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	20
243-247	Non-Need-Based Loans to Parent/Academic Year	Decimal amount rounded to whole dollars; field is right-adjusted and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	20
248-252	Federal Work-Study Award/Academic Year	Decimal amount rounded to whole dollars; field is right-adjusted and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	20
253-257	State Work-Study Award/Academic Year	Decimal amount rounded to whole dollars; field is right-adjusted and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	21
258-262	Pell Grant/Summer Session	Decimal amount rounded to whole dollars; field is right-adjusted and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	18
263-267	State Higher Education Award/Summer Session	Decimal amount rounded to whole dollars; field is right-adjusted and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	18
268-272	State Freedom of Choice Award/Summer Session	Decimal amount rounded to whole dollars; field is right-adjusted and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	18
273-277	Gift Aid from Institutional Sources/Summer Session	Decimal amount rounded to whole dollars; field is right-adjusted and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	18

**TABLE II**  
**SUMMARY OF REQUIRED CODES**

<b>INCLUSIVE POSITIONS</b>	<b>DATA ELEMENTS</b>	<b>REQUIRED CODES</b>	<b>COBOL PICTURE</b>	<b>REFERENCE PAGE</b>
278-282	Supplemental Education Opportunity Grant (SEOG)/ Summer Session	Decimal amount rounded to whole dollars; field is right-adjusted and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	18
283-287	Veterans Benefit Programs/ Summer Session	Decimal amount rounded to whole dollars; field is right-adjusted and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	18-19
288-292	Other Federal Gift Aid/ Summer Session	Decimal amount rounded to whole dollars; field is right-adjusted and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	19
293-297	Lilly Endowment Education Award (LEEAA)/Summer Session	Decimal amount rounded to whole dollars; field is right-adjusted and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	19
298-302	21st Century Scholars Award/ Summer Session	Decimal amount rounded to whole dollars; field is right-adjusted and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	19
303-307	Other Indiana Gift Aid/Summer Session	Decimal amount rounded to whole dollars; field is right-adjusted and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	19
308-312	Other Private Gift Aid/ Summer Session	Decimal amount rounded to whole dollars; field is right-adjusted and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	19-20
313-317	Stafford Loans Certified by Campus/Summer Session	Decimal amount rounded to whole dollars; field is right-adjusted and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	20
318-322	Perkins Loans/Summer Session	Decimal amount rounded to whole dollars; field is right-adjusted and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	20
323-327	Other Repayable Need-Based Loans/Summer Session	Decimal amount rounded to whole dollars; field is right-adjusted and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	20

**TABLE II**  
**SUMMARY OF REQUIRED CODES**

<b>INCLUSIVE POSITIONS</b>	<b>DATA ELEMENTS</b>	<b>REQUIRED CODES</b>	<b>COBOL PICTURE</b>	<b>REFERENCE PAGE</b>
328-332	Non-Need-Based Loans to Student/ Summer Session	Decimal amount rounded to whole dollars; field is right-adjusted and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	20
333-337	Non-Need-Based Loans to Parent/ Summer Session	Decimal amount rounded to whole dollars; field is right-adjusted and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	20
338-342	Federal Work-Study Award/ Summer Session	Decimal amount rounded to whole dollars; field is right-adjusted and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	20
343-437	State Work-Study Award/ Summer Session	Decimal amount rounded to whole dollars; field is right-adjusted and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	21
348-353	Student's Adjusted Gross Income (independent students) or Family's Adjusted Gross Income (dependent students)	Decimal amount rounded to whole dollars; field is right-adjusted and zero-filled. Enter 999998 if data item is not available. Enter 999990 if data item is actually zero.	PIC 9(06)	21
354-358	Parent Contribution	Decimal amount rounded to whole dollars; field is right-adjusted and zero-filled. Enter 99998 if not known. Enter 99990 if data item is actually zero. For self-supporting students, it should be reported as 99990 (zero).	PIC 9(05)	21
359-363	Student Contribution	Decimal amount rounded to whole dollars. Field is right-adjusted and zero-filled. Enter 99998 if not known. Enter 99990 if data item is actually zero.	PIC 9(05)	21
364-368	Student Expense Budget/Academic Year	Decimal amount rounded to whole dollars. Field is right-adjusted and zero-filled. Enter 99998 if not known.	PIC 9(05)	20
369-373	Student Expense Budget/Summer Session	Decimal amount rounded to whole dollars. Field is right-adjusted and zero-filled. Enter 99998 if not known.	PIC 9(05)	21
374-375	Unused	(For possible future use)	PIC X(02)	--

## **APPENDIX ONE**





Date \_\_\_\_\_

## STUDENT INFORMATION SYSTEM

## Information Form

(To be completed and submitted with letter of transmittal.)

- |   |                               |                                |
|---|-------------------------------|--------------------------------|
| 1. Institution/Campus:  | _____                         |                                |
| 2. Report Term:   | Annual 95-96 _____            | Annual 96-97 _____             |
| 3. Tape density:  | 1600 _____                    | 6250 _____                     |
|   | Odd parity _____              | Even parity _____              |
| Diskettes: 5-1/4" and 3-1/2"floppies in the following formats are acceptable: |                               |                                |
|   | 360K PC/MSDOS (5-1/4") _____  | 720K PC/MSDOS (3-1/2") _____   |
|   | 1.2Mb PC/MSDOS (5-1/4") _____ | 1.44Mb PC/MSDOS (3-1/2") _____ |
| 4. Data Code Type:  | EBCDIC _____                  | ASCII _____                    |
| 5. Characters per block:  | _____                         |                                |

Identify computer and operating system which produced this tape (e.g., IBM 370/158 MVS, DEC PDP 11/70 RSTS/E, etc.)

7. Does tape have a leading tape mark? Yes \_\_\_\_\_ No \_\_\_\_\_
8. Are there multiple files on the tape? Yes \_\_\_\_\_ No \_\_\_\_\_
9. Indicate the number of records per file.

[illegible]

10. Identify any data field completely missing from the file(s).

_____	_____
_____	_____
_____	_____

11. Enter name, address and telephone number of person who completed this form.

_____
_____
_____
_____

12. Indicate, in the blanks provided, the following information for each campus being reported. If more than one campus is being reported, reproduce this page as needed.

A. Name of campus: \_\_\_\_\_

B. Full-time in-state undergraduate 9-month tuition/mandatory fees: \$ \_\_\_\_\_

C. Full-time non-resident undergraduate 9-month tuition/mandatory fees: \$ \_\_\_\_\_

D. Maintenance\* for student living on-campus: \$ \_\_\_\_\_

E. Maintenance\* for student living off-campus: \$ \_\_\_\_\_

F. Maintenance\* for student living in parents' home: \$ \_\_\_\_\_

\* "Maintenance," as used here, is meant to include all components of the Congressional Methodology student expense budget except for tuition/mandatory fees. That is to say, maintenance includes room and board, books and supplies, transportation, and other miscellaneous personal expenses; maintenance does not include special allowance amounts for costs associated with dependent childcare, handicapped student's expenses, or study abroad.

## **APPENDIX TWO**



**APPENDIX TWO**  
**CAMPUS CODES**

**PUBLIC INSTITUTIONS**

**FICE**

**CEEB**

INDIANA UNIVERSITY

Bloomington.....	001809.....	1324
East.....	001811.....	1194
IUPUI .....	001813.....	1325
Kokomo .....	001814.....	1337
Northwest.....	001815.....	1338
South Bend .....	001816.....	1339
Southeast.....	001817.....	1314

PURDUE UNIVERSITY

West Lafayette.....	001825.....	1631
Calumet .....	001827.....	1638
North Central .....	001826.....	1640
Fort Wayne .....	001812.....	1336

INDIANA STATE UNIVERSITY.....009563..... 1322

UNIVERSITY OF SOUTHERN INDIANA.....001808..... 1335

BALL STATE UNIVERSITY .....

001786..... 1051

VINCENNES UNIVERSITY.....001843..... 1877

INDIANA VOCATIONAL TECHNICAL COLLEGE

1 - Gary (Northwest) .....	010040.....	1281
2 - South Bend (North Central).....	008423.....	1280
3 - Fort Wayne (Northeast) .....	009926.....	1278
4 - Lafayette.....	010039.....	1282
5 - Kokomo.....	010041.....	1329
6 - Muncie (East Central).....	009924.....	1279
7 - Terre Haute (Wabash Valley) .....	008547.....	1284
8 - Indianapolis (Central Indiana).....	009917.....	1311
9 - Richmond (Whitewater) .....	010037.....	1283
10 - Columbus/Bloomington .....	010038.....	1286
11 - Madison (Southeast).....	009923.....	1334
12 - Evansville (Southwest).....	009925.....	1277
13 - Sellersburg (South Central) .....	010109.....	1273

**APPENDIX TWO**  
**CAMPUS CODES**  
*(continued)*

<b><u>INDEPENDENT INSTITUTIONS</u></b>	<b><u>FICE</u></b>	<b><u>CEEB</u></b>
Ancilla College.....	001784.....	1015
Anderson University .....	001785.....	1016
Bethel College .....	001787.....	1079
Butler University .....	001788.....	1073
Calumet College of Saint Joseph .....	001834.....	1776
Christian Theological Seminary .....	001789.....	na*
Concordia Theological Seminary .....	001667.....	na*
DePauw University .....	001792.....	1166
Earlham College.....	001793.....	1195
Franklin College of Indiana .....	001798.....	1228
Goshen College .....	001799.....	1251
Goshen Biblical Seminary.....	009749.....	na*
Grace College .....	001800.....	1252
Grace Theological Seminary .....	901800.....	1252
Hanover College .....	001801.....	1290
Holy Cross College .....	007263.....	1309
Huntington College .....	001803.....	1304
Indiana Institute of Technology .....	001805.....	1323
Indiana Wesleyan University .....	001822.....	1446
Lutheran College of Health Professions .....	006252.....	1416
Manchester College .....	001820.....	1440
Marian College .....	001821.....	1442
Martin University .....	029175.....	1379
Mennonite Bible Seminary .....	001823.....	na*
Oakland City College .....	001824.....	1585
Rose-Hulman Institute of Technology .....	001830.....	1668
Saint Francis College .....	001832.....	1693
Saint Joseph's College.....	001833.....	1697
Saint Mary-of-the-Woods College .....	001835.....	1704
Saint Mary's College .....	001836.....	1702
Saint Meinrad College.....	001837.....	1705
Saint Meinrad School of Theology .....	007276.....	1705
Taylor University - Fort Wayne .....	001797.....	1227
Taylor University - Main Campus .....	001838.....	1802
Tri-State University .....	001839.....	1811
University of Evansville.....	001795.....	1208
University of Indianapolis.....	001804.....	1321
University of Notre Dame .....	001840.....	1841
Valparaiso University .....	001842.....	1874
Wabash College .....	001844.....	1895

na\* = no code available from the College Board.

## **APPENDIX THREE**





### **APPENDIX THREE**

*(updated May 2, 1994)*

<b><u>FOREIGN COUNTRY CODE</u></b>	<b><u>FOREIGN COUNTRY</u></b>
00001.....	Afghanistan
00002.....	Albania
00003.....	Algeria
00004.....	Andorra
00005.....	Angola
00196.....	Antigua and Barbuda
00006.....	Argentina
00212.....	Armenia
00007.....	Atlantic Islands, British incl. Ascension, Saint Helena, and Tristan Da Cunha
00008.....	Atlantic Islands, other incl. St. Pierre and Miquelon
00009.....	Atlantic Islands, Portuguese
00010.....	Atlantic Islands, Spanish
00011.....	Australia
00012.....	Austria
00213.....	Azerbaijan
00014.....	Bahamas
00015.....	Bahrain
00016.....	Bangladesh
00017.....	Barbados
00018.....	Belgium
00019.....	Belize (British Honduras)
00030.....	Belarus (1992-formerly Byelorussia)
00020.....	Benin, People's Republic of (Dahomey)
00021.....	Bermuda
00022.....	Bhutan
00023.....	Bolivia
00221.....	Bosnia-Herzegovina
00024.....	Botswana (Bechuanaland)
00025.....	Brazil
00026.....	Brunei
00027.....	Bulgaria
00181.....	Burkina Faso (Upper Volta)
00028.....	Burma
00029.....	Burundi
00031.....	Cameroon
00032.....	Canada
00033.....	Canal Zone
00034.....	Cape Verde
00035.....	Central African Republic
00036.....	Chad
00037.....	Chile
00038.....	China, People's Republic of
00039.....	Colombia
00197.....	Comoros
00040.....	Congo, Republic of

<b>FOREIGN</b>	
<b><u>COUNTRY CODE</u></b>	<b><u>FOREIGN COUNTRY</u></b>
00041.....	Costa Rica
00214.....	Croatia
00042.....	Cuba
00043.....	Cyprus
00044.....	Czech Republic, The
00045.....	Denmark Inc. Faeroe Islands
00059.....	Djibouti (French Terr. of Arars & Issas)
00198.....	Dominica
00046.....	Dominican Republic
00048.....	Ecuador
00049.....	Egypt, Arab Republic of (U.A.R.)
00050.....	El Salvador
00051.....	Equatorial Guinea (Rio Muni)
00223.....	Eritrea
00052.....	Estonia
00053.....	Ethiopia
00054.....	Fiji
00055.....	Finland
00057.....	France
00058.....	French Guiana
00060.....	Gabon
00061.....	Gambia
00215.....	Georgia
00063.....	Germany
00064.....	Ghana
00065.....	Gibraltar
00066.....	Greece
00068.....	Grenada
00069.....	Guatemala
00070.....	Guinea, Republic of
00071.....	Guinea, Bissau (Portuguese)
00072.....	Guyana (British Guiana)
00073.....	Haiti
00074.....	Honduras
00075.....	Hong Kong
00076.....	Hungary
00077.....	Iceland
00079.....	India
00080.....	Indian Islands, British
00081.....	Indian Islands, French Inc. Reunion Island
00082.....	Indian Islands, Other
00083.....	Indonesia
00084.....	Iran
00085.....	Iraq
00086.....	Ireland
00087.....	Israel
00088.....	Italy

<b>FOREIGN</b>	
<b><u>COUNTRY CODE</u></b>	<b><u>FOREIGN COUNTRY</u></b>
00089.....	Ivory Coast
00090.....	Jamaica
00091.....	Japan
00092.....	Jordan
00067.....	Kalaalit Nunaat (Greenland)
00094.....	Kampuchea (Cambodia)
00216.....	Kazakhstan
00093.....	Kenya
00199.....	Kiribati (Gilbert Islands)
00095.....	Korea, North
00096.....	Korea, South
00097.....	Kuwait
00207.....	Kyrgyzstan
00098.....	Laos
00099.....	Latvia
00100.....	Lebanon
00101.....	Lesotho (Basutoland)
00102.....	Liberia
00103.....	Libya
00104.....	Liechtenstein
00105.....	Lithuania
00106.....	Luxembourg
00107.....	Macau
00222.....	Macedonia
00108.....	Madagascar
00110.....	Malawi (Nyasaland)
00109.....	Malaysia
00111.....	Maldives
00112.....	Mali
00113.....	Malta
00114.....	Mauritania
00115.....	Mauritius
00116.....	Mexico
00208.....	Moldava
00117.....	Monaco
00118.....	Mongolia
00119.....	Morocco
00120.....	Mozambique
00123.....	Namibia (Southwest Africa)
00124.....	Nauru
00125.....	Nepal
00126.....	Netherlands
00127.....	New Zealand
00128.....	Nicaragua
00129.....	Niger
00130.....	Nigeria
00131.....	Norway
00121.....	Oman

<b>FOREIGN</b>	
<b><u>COUNTRY CODE</u></b>	<b><u>FOREIGN COUNTRY</u></b>
00132.....	Pacific Islands, British Inc. Santa Cruz, and Solomon Islands
00133.....	Pacific Islands, French Inc. French Polynesia
00134.....	Pacific Islands, Other
00135.....	Pacific Islands, U.S.
00136.....	Pakistan
00137.....	Panama
00138.....	Papua New Guinea
00139.....	Paraguay
00140.....	Peru
00141.....	Philippines
00142.....	Poland
00143.....	Portugal
00144.....	Qatar
00146.....	Romania
00209.....	Russian Federation
00147.....	Rwanda
00200.....	Saint Christopher and Nevis
00201.....	Saint Lucia
00202.....	Saint Vincent and the Grenadines
00148.....	San Marino
00149.....	Sao Tome and Principe
00150.....	Saudi Arabia
00151.....	Senegal
00152.....	Seychelles
00153.....	Sierra Leone
00155.....	Singapore
00220.....	Slovakia
00217.....	Slovenia
00203.....	Solomon Islands
00156.....	Somalia
00157.....	South Africa (Republic of)
00158.....	Spain
00160.....	Sri Lanka
00161.....	Sudan
00162.....	Surinam
00163.....	Swaziland
00164.....	Sweden
00165.....	Switzerland
00166.....	Syria
00056.....	Taiwan (Rep. of China, Formosa)
00210.....	Tajikistan
00167.....	Tanzania (Tanganyika & Zanzibar)
00168.....	Thailand
00169.....	Tibet
00171.....	Togo
00172.....	Tonga
00173.....	Trinidad & Tobago
00175.....	Tunisia
00176.....	Turkey

<b>FOREIGN COUNTRY CODE</b>	<b>FOREIGN COUNTRY</b>
00211.....	Turkmenistan
00204.....	Tuvalu (Ellice Islands)
00177.....	Uganda
00178.....	Ukraine
00174.....	United Arab Emitrates
00180.....	United Kingdom (England, Scotland, Wales and Northern Ireland)
00182.....	Uruguay
00218.....	Uzbekistan
00205.....	Vanuatu (New Hebrides)
00183.....	Vatican City (Rome)
00184.....	Venezuela
00185.....	Vietnam
00187.....	West Indies, British Inc. Leeward Islands, Windward Islands, and Turks Islands
00188.....	West Indies, Dutch
00189.....	West Indies, French Inc. Martinque
00190.....	Western Samoa
00219.....	Wrangel Island (Ostrov Vrangeli)
00191.....	Yemen Arab Republic
00192.....	Yemen, People's Democratic Republic of
00193.....	Yugoslavia, Federal Republic of
00194.....	Zaire
00195.....	Zambia (Northern Rhodesia)
00145.....	Zimbabwe

The following country names and codes are now obsolete:

00013.....	Azores
00047.....	Dubai
00062.....	German Democratic Republic
00078.....	Ifni
00122.....	Mustang
00154.....	Sikkim
00159.....	Spanish Sahara
00170.....	Timor
00186.....	Vietnam (South)



## **APPENDIX FOUR**





## **APPENDIX FOUR**

### **INDIANA COUNTY CODES**

01 .....	Adams	47 .....	Lawrence
02 .....	Allen	48 .....	Madison
03 .....	Bartholomew	49 .....	Marion
04 .....	Benton	50 .....	Marshall
05 .....	Blackford	51 .....	Martin
06 .....	Boone	52 .....	Miami
07 .....	Brown	53 .....	Monroe
08 .....	Carroll	54 .....	Montgomery
09 .....	Cass	55 .....	Morgan
10 .....	Clark	56 .....	Newton
11 .....	Clay	57 .....	Noble
12 .....	Clinton	58 .....	Ohio
13 .....	Crawford	59 .....	Orange
14 .....	Daviess	60 .....	Owen
15 .....	Dearborn	61 .....	Parke
16 .....	Decatur	62 .....	Perry
17 .....	DeKalb	63 .....	Pike
18 .....	Delaware	64 .....	Porter
19 .....	Dubois	65 .....	Posey
20 .....	Elkhart	66 .....	Pulaski
21 .....	Fayette	67 .....	Putnam
22 .....	Floyd	68 .....	Randolph
23 .....	Fountain	69 .....	Ripley
24 .....	Franklin	70 .....	Rush
25 .....	Fulton	71 .....	St. Joseph
26 .....	Gibson	72 .....	Scott
27 .....	Grant	73 .....	Shelby
28 .....	Greene	74 .....	Spencer
29 .....	Hamilton	75 .....	Starke
30 .....	Hancock	76 .....	Steuben
31 .....	Harrison	77 .....	Sullivan
32 .....	Hendricks	78 .....	Switzerland
33 .....	Henry	79 .....	Tippecanoe
34 .....	Howard	80 .....	Tipton
35 .....	Huntington	81 .....	Union
36 .....	Jackson	82 .....	Vanderburgh
37 .....	Jasper	83 .....	Vermillion
38 .....	Jay	84 .....	Vigo
39 .....	Jefferson	85 .....	Wabash
40 .....	Jennings	86 .....	Warren
41 .....	Johnson	87 .....	Warrick
42 .....	Knox	88 .....	Washington
43 .....	Kosciusko	89 .....	Wayne
44 .....	Lagrange	90 .....	Wells
45 .....	Lake	91 .....	White
46 .....	LaPorte	92 .....	Whitley

*IVTC-Northwest only -->*

*93 ..... Lake (Gary)*

*94 ..... Lake (Hammond)*



## **APPENDIX FIVE**



**APPENDIX FIVE**  
**DEFINITIONS FOR FALL REPORT**

**Definitions:**

**Undergraduate:** Student-level codes 1 through 8 plus 13 (student level and associated codes defined on pages 7-9).

**Graduate:** Student-level codes 9 through 12, plus 14.

**Full-time:** Undergraduates who attempt at least 12.0 hours of non-contract instruction for the academic year and graduates who attempt at least 9.0 hours.

**Part-time:** Those undergraduates and graduates who do not attempt enough hours of non-contract instruction to qualify as full-time.

**FTE:** Full-Time Equivalency (FTE) for one term is calculated to the nearest hundredth using the following formulas.

(**Note:** Whether your institution is on a semester or quarter system, these formulas should be applied in the same manner.)

A. Undergraduates:

$$\text{FTE} = \text{Total Non-contract Credit* hours} / 15.00$$

B. Graduates:

$$\text{FTE} = \text{Total Non-contract Credit* hours} / 12.00$$

**Notes:** For definitions of first-time students, see descriptions under "Entry Type" on page 12.

\*Excludes audit hours.



## **APPENDIX SIX**





DATE: \_\_\_\_\_

**APPENDIX SIX**  
**STUDENT INFORMATION SYSTEM**  
**Fall Enrollment Survey Form**

\_\_\_\_\_  
 (Campus)

ENROLLMENT FOR THE FIRST SEMESTER  
 OR QUARTER \_\_\_\_\_ AS OF \_\_\_\_\_ (Census Date)

	<b>Total Headcount</b>	<b>Total Full-Time</b>	<b>Total Part-Time</b>	<b>FTE of Total Headcount</b>
<b>I. DEGREE CREDIT STUDENTS</b>				
<b>A. High School</b>				
<b>B. Undergraduate Students</b>				
1. Certificate				
2. Associate (Freshman)				
3. Associate (Sophomore)				
4. Freshman (Baccalaureate)				
5. Sophomore (Baccalaureate)				
6. Junior (Baccalaureate)				
7. Senior (Baccalaureate)				
8. Unclassified Undergraduate				
<b>9. Total Undergraduate</b> (lines I.B.1 - I.B.8)				
<b>C. Graduate Students</b>				
1. First Professional				
2. Masters				
3. Other				
4. Doctoral				
5. Unclassified Graduate				
<b>6. Total Graduate</b> (lines I.C.1 - I.C.5)				
<b>II. ENTRY TYPES</b>				
<b>A. First-Time Students</b>				
1. Undergraduate				
2. Graduate				
<b>B. Transfer</b>				
<b>C. Continuing</b>				
<b>D. Total (Lines II.A.1 - II.C)</b> (Should Equal I.A + I.B.9 + I.C.6)				



## **Notes**

